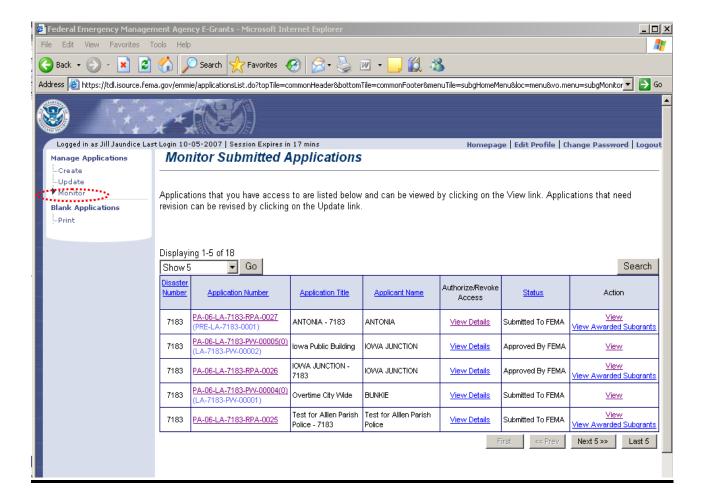
## **Monitoring Applications**

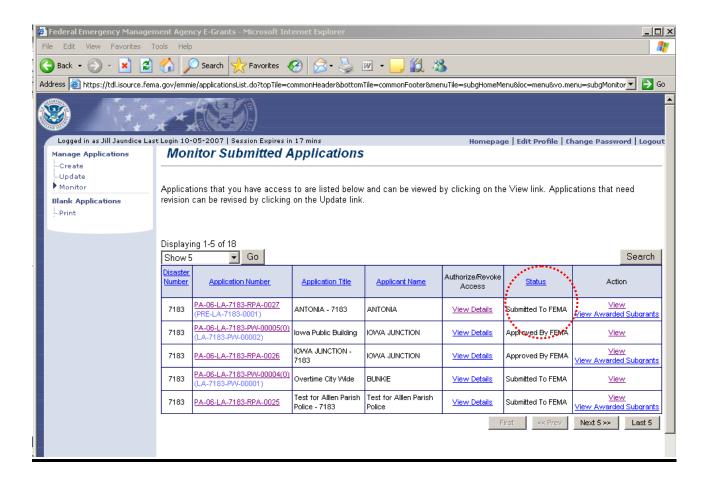
The Subgrantee must monitor their submitted applications to determine if any further action is required or to track the progress of the application. This section will explain how to view submitted applications, view awarded subgrants, and perform revision requests.

Step 1 – Under the Manage Applications area on the left of the screen , Click on "Monitor"



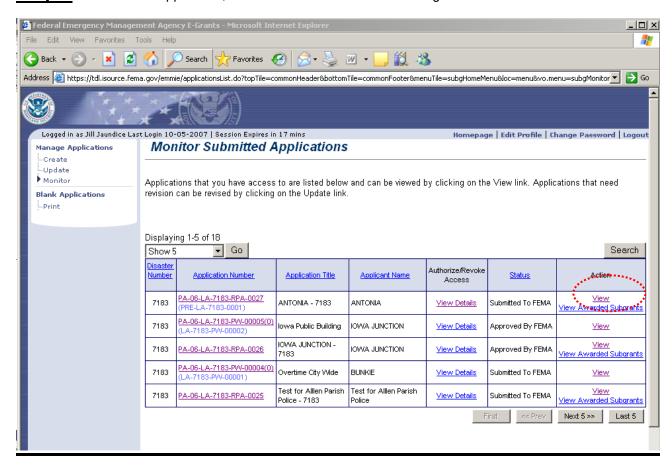
April 2008 Page 1 of 61

**Step 2** – The Submitted Applications are listed on the screen. Look at the "Status" column to determine the status of the application.



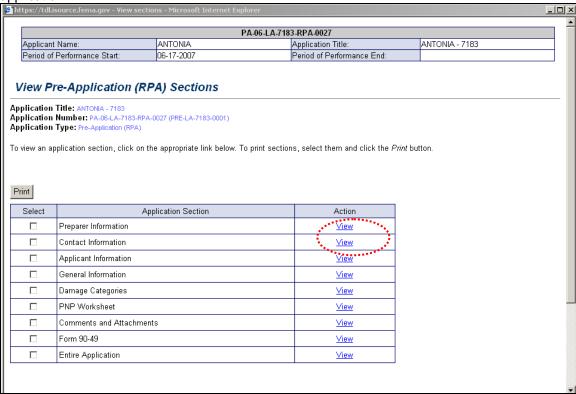
April 2008 Page 2 of 61

Step 3 – To view the application, click on the "View" link on the far right side of the screen



April 2008 Page 3 of 61

A screen similar to the following will be displayed. Click on the "View" link to view a section of the application:

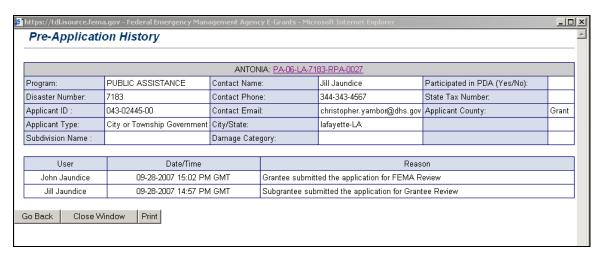


**Step 4** – At the bottom of this screen are two history reports: Application History and Workflow History. To view the Application History, click on the view link next to it:

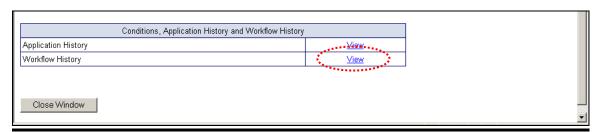
	Conditions, Application History and Workflow History	
Application History		<u>View</u>
Workflow History		<u>View</u>
Close Window		

April 2008 Page 4 of 61

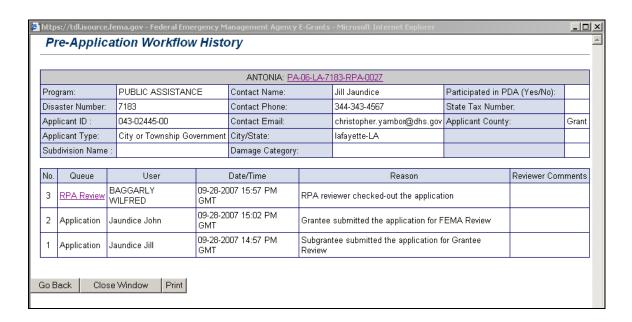
The following screen is displayed:



To view the Workflow History, click on the view link next to it:

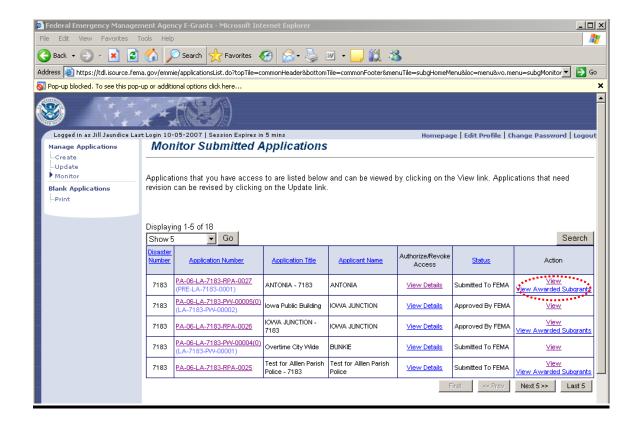


The following screen is displayed:



April 2008 Page 5 of 61

**Step 5** – To view awarded subgrants associated with an applicant, click on the "View Awarded Subgrants" link.



The following screen will be displayed:



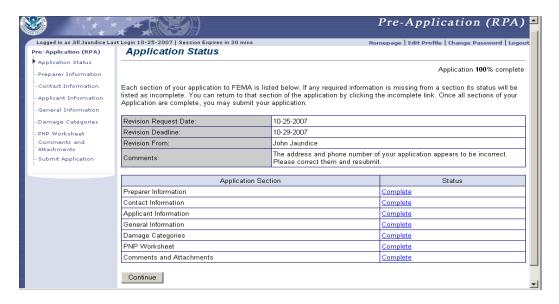
April 2008 Page 6 of 61

## **Revision Requests**

Revision Requests are applications that have been returned for revision by either the grantee or FEMA. They are listed in the Monitor Submitted Applications area (as well as the pending items in the center of the Manage Applications Homepage).



Click on the "Update" link under the Action Column and the following screen is displayed:



Make the revisions that are detailed in the comments and resubmit the application.

April 2008 Page 7 of 61